

**JOB ANNOUNCEMENT**  
**VACANCY #02-AD-OFRM-0011**

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Agency:	Office of Finance and Resource Management (OFRM)
Division/Unit:	
Position:	Information Administrative Assistant
Grade/Step:	DS-8/6
Salary Range:	\$33,282
Area of Consideration:	Unlimited
Opening Date:	9-25-02
Closing Date:	10-10-02
Number of Vacancies:	One

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**Position Description:**

The incumbent receives all incoming telephone calls; determines the identity and nature of the caller; and determines which calls are to be forwarded to the supervisor, which can be referred elsewhere and which can be handled personally. Keeps supervisor's calendar and schedules appointments and conferences, ensuring that the supervisor is briefed on matters before the scheduled meeting. Reviews correspondence and documents prepared for supervisor's signature for conformance with established office correspondence procedures. Maintains chronological files for correspondence and a suspense file of correspondence needing replies or additional data to be received or sent. Maintains control records on incoming correspondence and follows up on work in progress to ensure timely replies or action. Type letters, memoranda, reports, forms and other administrative material.

This position requires knowledge of grammar, spelling, punctuation and required formats, and skill in operating word processing software applications such as WordPerfect 6.1. Must have the ability to organize, arrange, schedule and prioritize work assignments, and the ability to be tactful, courteous, poised and alert when interacting with others.

This is a temporary position not to exceed 13 months.

**Submission Information:**

To: Office of Government Business and Human Capital  
Recruitment Division  
941 North Capitol St, NE – Suite 1200  
Washington, DC 20002  
Fax: (202) 442-6413  
Email: [HR-OTR@dc.gov](mailto:HR-OTR@dc.gov)

**Submission Materials :** DC2000 (employment application) or Resume and cover letter

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*Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. I understand that a false statement on any part of my application may be grounds for not hiring me, or for firing me after I begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). I understand that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). I understand that any information I give may be investigated as allowed by law or Mayoral order. I consent to the release of information regarding my suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct and complete.*